INDIANA

C•RE 4O

End-of-Course Assessments

To: Core 40 End-of-Course Assessment School Test Coordinators

From: Michele Walker, Director of School Assessment

Date: April 9, 2007

Re: Scheduling End-of-Course Assessments
            Student Practice Tests and Registration
            TEST SCOUT

A3 Spring 2007 Testing Window: April 30 – May 25
For the 2006-2007 administration, the time allotment for each assessment is divided into two sessions: Session 1 and Session 2. Each session takes approximately 45 minutes to administer to students. Students must complete both sessions to receive a score.
As Online Testing Manuals are updated for each administration, please make sure that your school is using the most recent version. Access the Core 40 ECA Online Testing Manuals at http://www.doe.state.in.us/core40eca/ or from the help menu at http://INCore40eca.achievementdata.com/admin

PRACTICE TESTS
The IDOE recommends that students complete registration and a practice test prior to testing day. The practice test is available beginning on April 9, 2007 at the following:
http://INCore40eca.achievementdata.com/practice

NOTE: Students will need the 4-digit School Number to access a practice test.

STUDENT REGISTRATION
Student registration is also available beginning on April 9, 2007 at the Core 40 End-of-Course Assessment testing site:
http://INCore40eca.achievementdata.com

NOTE: Students will need their 9-digit Student Test Number and the School Number to complete registration.

TEST SCOUT

To ensure that all student computers are compatible with the Core 40 End-of-Course Assessment site, it is important to run TEST SCOUT prior to the A3 Spring 2007 administration.

TEST SCOUT is a troubleshooting program designed to assist schools in identifying and resolving technology-related problems prior to student testing. The TEST SCOUT program is available at this time; the instructions to run this program are outlined below.

> **If your school is participating in the A3 Spring 2007 administration, the TEST SCOUT program must be completed on or before Friday, April 27, 2007.**

Student Computer Requirements
Prior to running TEST SCOUT, make sure that <u>student computers</u> meet the following system requirements:

- Computers may use PC/Windows or Macintosh operating system.
- Browser must be Internet Explorer 5.5 or higher, Netscape 6.0 or higher, Mozilla or Firefox 1.0. or higher, or Safari 1.2 or higher.
- Java and 1st party Cookies must be enabled.
- Internet connection must be 128Kb or greater.

Because TEST SCOUT automatically extracts information from student workstations and provides a report regarding online testing readiness, run the program on <u>the workstations that students will use on testing day</u>.

- If workstations in the testing areas all have the **same configuration**, you will only need to run the program <u>on one workstation</u>. To be certain that all workstations are correctly set up, it is recommended that TEST SCOUT is run on all student workstations.
- If workstations in testing areas have **different configurations** (Windows or Macintosh, different operating systems, different browsers or browser versions, different internet connection speeds, etc.), you will need to run TEST SCOUT on each type of workstation.
- If workstations in testing areas are running **Windows XP with Service Pack 2**, the Core 40 End-of-Course testing site will no longer display in full-screen mode (the menu bar is displayed at the top and the task bar at the bottom). To provide the security of full-screen mode for Windows XP, Service Pack 2 users, create a link to the Core 40 End-of-Course testing site to display the site in full-screen mode. Note: This link can be downloaded from the TEST SCOUT program.

Accessing TEST SCOUT

- Web address: http://INCore40eca.achievementdata.com/testscout
- School Number: <enter your 4-digit school number here>

Completing TEST SCOUT
To run the TEST SCOUT, follow these directions:

1. Open the Internet browser that students will use during testing.
2. Click once in the **Address** field of the browser window.
3. Type the Web address:
   http://INCore40eca.achievementdata.com/testscout
4. Press **Enter** on the keyboard to advance to the login page for the TEST SCOUT program.
5. Type your 4-digit School Number in the field provided.
6. Click once on **Login**.
7. The TEST SCOUT program will automatically run.
8. When finished, a report will appear on your screen.

The report will summarize the workstation's testing readiness. If any "risks" are identified, the report will inform you of how to minimize the risk(s). <u>For the best testing experience for students, it is important to follow-up on recommendations made in this report</u>.

To determine if computers are running Windows XP with Service Pack 2 and need to download the link:

1. Run the TEST SCOUT program on the workstation(s) that will be used for the Core 40 End-of-Course Assessment online testing program. If the workstation has Service Pack 2 installed, the Test Scout Results report page will have a Platform section with a message. A *sample report* is provided below:

The Test Scout program currently running on this computer is a troubleshooting program designed to assist schools in identifying and resolving technology-related problems prior to student testing. **Because Test Scout extracts information automatically from student workstations and provides a report regarding testing readiness, this program must be run at the <u>workstations to be used by the students</u> on testing day.** **See below for the initial Test Scout results for this computer:**	
Browser	**IE 6.0** **This browser will support testing.**
JavaScript	**YES** This computer supports JavaScript.

Cookies	**YES** This computers cookies are enabled.
Connection Speed	When testing your internet connection speed, we found that you should be able to support up to **132** students testing simultaneously. More than 132 simultaneous testers may result in an unfavorable testing experience. Be sure to closely review the **General Test Administration Tips** below. Also, please be aware that any other simultaneous traffic on the same Internet connection can adversely affect performance during testing. *We estimate your current connection speed to be: 2617744 bits/sec (327.22 KBytes/sec)*
Platform	**Important:** It appears that Service Pack 2 has been installed on your PC for **Windows XP**. For **test taking** it is **recommended** that you **CLICK HERE** to create a shortcut on your desktop or proxy server, be sure to save the shortcut. This shortcut will run an executable script which will open Core 40 ECAs in full screen mode. **Administrators** and **students** should use the **desktop shortcut** to access the Core 40 ECAs in full screen mode.

2. Click once on **Click Here** in the platform message. You will be prompted, "Do you want to open or save this file?" Click once on **Save**.
3. A Save As window will display. Locate the Desktop location to save to, click once on **Save**.
4. A Download Complete window will be displayed. Click **Close**. You will be returned to the TEST SCOUT Results report.
5. **Log off** the TEST SCOUT program.
6. An Internet Explorer icon named "Core 40" will be located on the desktop of the workstation.
7. **Double click on the Core 40 icon** and the Core 40 End-of-Course Assessment site will open in full-screen mode.

Complete this process and save it on each computer running Windows XP with Service Pack 2. (The process needs to be performed only once if performed in a computer lab with a Proxy Server running Windows XP with Service Pack 2.)

TEST SCOUT Sample Test
Once you have completed the TEST SCOUT, please take the brief sample test to verify that the workstation is ready for the test administration. Click once on the **Test Center** link at either the top or the bottom of the TEST SCOUT Results Report page to access the sample test.

As you take the sample test, confirm that

- the transition time between items is acceptable;
- the graphics are clear; and
- the items are readable.

If you experience difficulties with TEST SCOUT, please contact the Online Testing Technology Support via e-mail at Core40Support@achievementdata.com or by phone at 1-877-IC40-ECA (877-424-0322).

If you need assistance during the online Core 40 End-of-Course Assessment program, please contact:

Additional Information

Core 40 End-of-Course Assessment Related Questions and General Information:
IDOE's ECA Help Desk
Phone (317) 232-9050
Email: eca@doe.state.in.us

ECA Online Technology or Paper/Pencil Testing Related Questions:
Phone: 1-877-IC40-ECA (877-424-0322)
Email: Core40Support@achievementdata.com

Core 40 End-of-Course Assessment Web site:
www.doe.state.in.us/core40eca